Steps for Completing and Printing the PDF Employment Application Form

You will need the free reader software to view it. If you do not have the free reader software, you can download it by clicking the icon:

1. **Basic Instructions**
   - After installing the reader, return to the page you were viewing in your browser.
   - Select the document you wish to view. Depending on how you have configured your browser, you will be able to view the document in your browser window or you may have to download the file and open it in the software you have just installed.
2. **Completing the Form**
   - You may fill out the form on the screen. Put your cursor in the first box and use the tab key to move from box to box. (You will need to use your mouse to click on checkboxes in forms.)
   - **You will not be able to spell-check or save forms**. Check the form for errors and then print it following the instructions below.
3. **Print the Application**
   - Print the application form on your local printer. (For best results, print from within Adobe Acrobat®.)
   - Sign where required.
4. **Mail** the completed and signed application to:

   Human Resources
   City of Fremont
   3300 Capitol Avenue, Building B
   Fremont CA 94538

5. **Call Human Resources** at (510) 494-4660, if you have any questions about completing the Employment Application form.